

ADULT EDUCATION RULES 511 IAC 11

Rule 1. General Principles

511 IAC 11-1-1 Organization of program; admission of students; scheduling and location of classes

Sec. 1. (a) An adult education program should be organized to meet the needs and circumstances of adult students and should be responsive to adult needs, interests, and responsibilities.

(b) An adult education program should establish priorities for admission of students based on community needs and available resources.

(c) Class schedules should be organized to meet the educational, vocational, and social needs of adult students.

(d) Classes should be offered at locations that are accessible to adult students, minimizing conflicts with work schedules and family responsibilities.

Rule 2. Definitions

511 IAC 11-2-1 Definitions

Sec. 1. The definitions in this rule apply throughout this article.

511 IAC 11-2-2 "Adult basic education (ABE) program" defined

Sec. 2. "Adult basic education (ABE) program" means instruction in basic academic and other subjects which are necessary for an adult to achieve up to an eighth grade level of skill or knowledge, to become proficient in the English language, to function in today's society, and/or continue through the secondary level of instruction.

511 IAC 11-2-3 "Adult secondary credit (ASC) program" defined

Sec 3. "Adult secondary credit (ASC) program" means instruction offering high school credit leading toward a high school diploma.

511 IAC 11-2-4 "Eligible adult" defined

Sec. 4. (a) "Eligible adult" means an Indiana resident who

- (1) has officially withdrawn from a K-12 program and does not have a high school diploma; or
- (2) is a high school graduate and has been determined to need basic skill development in English language arts or mathematics at or below the high school level.

(b) In making a determination of eligibility, the adult education program must:

- (1) Assess the basic skills of the person; or
- (2) Accept the results of an assessment of basic skills by a referring college or university, postsecondary training institution, employment and training agency, department of public welfare, department of mental health, or employer.

(c) A school corporation may allow an individual who meets the following criteria to participate in an adult education program but may not count the student for reimbursement purposes:

- (1) A student who is enrolled in a K-12 program and who is at least sixteen (16) years of age; and
- (2) A student who is a high school graduate and does not qualify under the definition of eligible student.

511 IAC 11-2-5 "High school equivalency (GED) program" defined

Sec. 5. "High school equivalency (GED) program" means instruction in skills necessary to successfully complete the Tests of General Educational Development as defined in 511 IAC 5-1-1.

511 IAC 11-2-6 "Standard reimbursable unit of instruction" defined

Sec. 6. "Standard reimbursable unit of instruction" means the following:

(1) For an ABE or GED program, a block of time that includes the following:

- (A) No less than forty (40) and no more than eighty (80) teacher hours.
- (B) A student enrollment of no less than five (5) eligible adults who each have a minimum of twelve (12) hours of attendance in the unit.

(2) For an ASC program, a block of time that includes the following:

- (A) No less than sixty (60) and no more than seventy-five (75) teacher hours.
- (B) A student enrollment of no less than five (5) eligible adults who each have a minimum of six (6) hours of attendance in the unit.

Rule 3. Reimbursement

511 IAC 11-3-1 Authorization of programs

Sec. 1. A school corporation may apply for authorization for reimbursement of its ABE, GED, and/or ASC program by submitting notification of its intent to the Department on or before the Department's announced deadline.

511 IAC 11-3-2 Authorization of courses

Sec. 2. Courses authorized for reimbursement are those courses specified in 511 IAC 11-4-1 and 511 IAC 11-4-2.

511 IAC 11-3-3 Costs authorized to be reimbursed

Sec. 3. The State Board of Education shall reimburse local school corporations for instructor, administrative, and support costs of authorized adult education programs.

511 IAC 11-3-4 Eligible costs

Sec. 4. (a) Costs eligible for reimbursement are as follows:

(1) Instructor salaries and fringe benefit costs paid by the school corporation for the following:

(A) The teaching of standard reimbursable units of instruction with an overall program average of ten (10) eligible adults per unit. The reimbursement for instructor salaries and fringe benefits will be reduced proportionately if the average program enrollment of eligible adults is less than ten (10).

(B) The teaching of an otherwise standard reimbursable unit of instruction that is canceled before the end of the term due to an insufficient enrollment of eligible adults.

(C) Participation in staff in-service. A school corporation may receive reimbursement for a maximum of three (3) hours of staff in-service per teacher per term.

(2) Administrative and support costs limited to the following:

(A) Salary and fringe benefits.

(B) Materials and supplies.

(C) Printing and postage.

(D) Local travel.

(E) Equipment.

(b) Administrative and support costs must relate to the performance of the following functions:

- (1) Program supervision.
- (2) Clerical support.
- (3) Guidance services.
- (4) Classroom instructional support.
- (5) Educational media and library services.
- (6) Public information and student recruitment.
- (7) Data collection, processing, and reporting.
- (8) Staff Training.

(c) Costs eligible for reimbursement must meet the following additional criteria:

- (1) Goods and services must be provided for the direct support of an adult education program;
- (2) The cost of goods and services must represent an actual expenditure made on or before the deadline for submitting a claim for reimbursement.

511 IAC 11-3-5 Exceptions to reimbursable costs

Sec. 5. (a) Except as allowed under subsection (b), reimbursable administrative and support costs shall be those not supported by the local school corporation in the previous funding period.

(b) The State Board of Education may waive the requirement of subsection (a) if the school corporation can show that:

- (1) There has been no intent by the local school corporation to lower the priority of the adult education program relative to other programs in the school corporation; and
- (2) The adult education program will not bear a disproportionate burden of necessary cost reduction within the school corporation relative to other programs.

(c) All requests for a waiver under subsection (b) must be submitted on forms prepared by the Department and must be submitted at least sixty (60) days in advance of the deadline for submitting reimbursement claims.

(d) In determining the amount of the school corporation's allocation that will be spent on administrative and support costs, the school corporation shall first meet the instructional needs of the program, based on the number of courses, classes, and hours of instruction previously provided by the adult education program.

511 IAC 11-3-6 Estimate of eligible costs; allocation determination

Sec. 6. (a) Prior to each funding period, the State Board shall provide each school corporation that is implementing an adult education program with an estimate of the amount of the expenditures for which the school corporation will be eligible for reimbursement under 511 IAC 11-3.

(b) In determining the amount of the allocation for each school corporation, the State Board shall consider the following:

(1) The amount of the current appropriation made by the General Assembly for the adult education program. The total amount of the appropriation distributed for administrative and support costs shall not exceed fifteen percent (15%) of the total appropriation.

(2) The amount needed to implement new programs throughout the state.

(3) The amount that school corporations with continuing programs received for reimbursement in the previous year.

(4) Any other criterion deemed to be necessary by the State Board of Education for a fair and equitable distribution of the adult education appropriation.

511 IAC 11-3-7 Submission of claim; amount of reimbursement

Sec. 7. (a) On July 1 and February 1, a school corporation shall submit its claim for reimbursement to the Department of Education. A claim submitted after the deadline may result in a denial of the claim unless an extension of the deadline is requested in writing and approved by the Department.

(b) Except as permitted under subsection (c), the amount of the reimbursement may not exceed the amount the school corporation was allocated under 511 IAC 11-3-6.

(c) If the amount available for distribution in the funding period exceeds the amount for which school corporations qualify under subsection (b), the Department shall distribute the excess amount on a pro rata basis in the following rank order of priority:

- (1) Reimbursement for the cost of instructor salaries and fringe benefits, and
- (2) Reimbursement for administrative and support costs.

Rule 4. Curriculum

511 IAC 11-4-1 Authorized adult basic education courses

Sec. 1. Authorized ABE courses consist of the following titles:

- (1) Level I, phase I (Grade level 0-5.9).
- (2) Level I, phase II (Grade level 6-8.9).
- (3) Level II/GED (Grade level 9-12).
- (4) Mixed levels.
- (5) English as a second language.

511 IAC 11-4-2 Authorized adult secondary credit courses

Sec. 2. Authorized ASC courses consist of all course titles listed under 511 IAC 6-2-5 (d) except Driver Education and Motorcycle Safety Education.

511 IAC 11-4-3 Adult secondary credit program; evaluation and follow-up

Sec. 3. (a) Each ASC program shall implement an educational improvement program of evaluation and follow-up in the subject areas of reading, composition and spelling, mathematics, social studies, science, and computer literacy, in accordance with 511 IAC 6-2-1 (c)(6), exclusive of the testing requirement.

(b) A school corporation may elect to include its ASC program in the school corporation's plan developed under 511 IAC 6-2-1(c)(6) or establish a separate review process under this rule.

(c) A school corporation may implement a separate ASC educational improvement program under this rule by establishing a local evaluation committee for each subject area. The committee shall consist of members appointed by the local superintendent, and include, among others, an adult education administrator and a teacher certified in the subject area.

(d) An educational improvement program established under this rule shall be developed on or before August 1 of each year and shall include the following:

- (1) A comparison of the adult education curriculum with the school corporation's regular secondary school curriculum;
- (2) An assessment of the appropriateness of the curriculum for adult students;
- (3) Program goals and objectives.
- (4) Prescribed instructional procedures and strategies.

(e) The plan shall be updated at least once every six (6) years according to the following initial schedule:

- (1) Social studies in 1985.
- (2) Mathematics in 1986.
- (3) Science in 1987.
- (4) Computer literacy in 1988.
- (5) Reading in 1989.
- (6) Composition and spelling in 1990.

Rule 5. Awarding Credits

511 IAC 11-5-1 Accredited high school course equivalency

Sec. 1. ASC credit shall be awarded for knowledge, skill, or competency equal to that required to earn credit in an equivalent course in an accredited high school.

511 IAC 11-5-2 Calculation of credit; additional methods of obtaining credit

Sec. 2. (a) Except as specified in subsection (b), one (1) credit is at least sixty (60) hours and no more than seventy-five (75) hours of class time and a one-half (1/2) credit course is at least thirty (30) hours and no more than thirty-eight (38) hours of class time.

(b) At least sixty (60) hours and no more than seventy-five (75) hours of class time are required to earn one-half (1/2) of a credit in physical education.

(c) In addition to the credit awarded for authorized ASC courses, credit may be awarded in any of the following ways:

- (1) Credit by examination. A program wishing to grant credit by examination must locally adopt written policies and procedures that provide for: (A) The development of a test;
- (B) Approval of the test by a local evaluation committee appointed by the local superintendent and whose membership includes, among others, an adult education administrator and a teacher certified in the subject area of the test;
- (C) Test security measures; and
- (D) Who may take the test.

A copy of the examination shall be submitted to the Department of Education.

(2) Credit for work experience. A program wishing to grant credit through work experience must locally adopt written policies and procedures that provide for evaluation of the work experience by a local evaluation committee appointed by the local superintendent and whose membership includes, among others, an adult education administrator and a teacher certified in the subject area in which credit is granted.

(3) Supervised, self-paced study. Credit shall be granted for supervised, self-paced study that meets the following criteria:

(A) Satisfactory performance on a proficiency examination;

(B) Successful completion of curricular units, steps, or phases that have been established by the local school corporation as the equivalent of the amount of credit granted.

(4) Correspondence courses. Credit may be granted for correspondence courses in accordance with the requirements specified in 511 IAC 6-7-7.

(5) Post-secondary credit. Credit may be granted for post-secondary courses in accordance with the requirements specified in 511 IAC 6-7-8.

(6) Military Experience. Credit may be granted for military experience in accordance with the requirements specified in 511 IAC 6-7-8.

Rule 6. Adult Secondary Credit Graduation Requirements

511 IAC 11-6-1 Applicability of rules

Sec. 1. Except as provided by section 2 through 3 of this rule, a student may graduate from high school by earning ASC credits if the student meets the requirements of 511 IAC 6-7 and 511 IAC 6-7-6.

511 IAC 11-6-2 Physical education waiver

Sec. 2. A school corporation may waive physical education as a graduation requirement on an individual basis.

511 IAC 11-6-3 Seven semester requirement waiver

Sec. 3. A school corporation may waive the seven (7) semester requirement specified in 511 IAC 6-7-4, on an individual basis.

511 IAC 11-6-4 Minimum number of credits

Sec. 4. A waiver granted under sections 2 or 3 of this rule does not change the minimum number of credits required for graduation under 511 IAC 6-7-6.

Rule 7. Certification and Contract Requirements

511 IAC 11-7-1 Teacher certification

Sec. 1. (a) An adult education teacher shall hold a valid Indiana teaching certificate.

(b) An ABE and GED teacher may hold a valid Indiana teaching certificate in any area listed under 511 IAC 10-1 that is related to the proficiencies being taught.

(c) Except as permitted under section 2 of this rule, an ASC teacher, including a vocational education teacher, shall hold a valid Indiana teaching certificate in the subject area being taught.

511 IAC 11-7-2 Independent study; approval; credit

Sec. 2. An ASC teacher may teach and recommend credit for supervised, self-paced study in a subject area outside the area in which the teacher is licensed if the following conditions are met:

(1) A department chairman or curriculum specialist in the designated subject area approves the curriculum and establishes minimum competencies.

(2) The Department of Education approves the plan of independent study.

(3) No more than eight (8) credits are earned by a student under the conditions specified in this section.

511 IAC 11-7-3 Teacher's contract

Sec. 3. A school corporation shall employ an adult education teacher using the appropriate regular teacher's contract, temporary teacher's contract, or supplemental service contract in accordance with IC 20-6.1.4.

Rule 8. Miscellaneous

511 IAC 11-8-1 Attendance

Sec. 1. Every school corporation shall adopt a written policy on attendance for its ASC program.

511 IAC 11-8-2 School day, school year, and semester; definition

Sec. 2. Every school corporation shall define the length of the "school day",

"school year", and "semester" in accordance with the requirements of 511 IAC 11-2-5 and locally determined needs.

511 IAC 11-8-3 Records maintained by school corporation

Sec. 3. (a) Every school corporation shall maintain records of ASC credits awarded in the same manner that the school corporation maintains records of credits awarded in its regular high school program.

(b) All other records retained shall be maintained for no less than five (5) years.

511 IAC 11-8-4 Tuition and fees

Sec. 4. (a) Requirements of the State Board of Accounts governing the assessment of tuition and fees to students apply to students enrolled in a state reimbursable adult education program.

(b) A person who is eligible to be counted as enrolled for purposes of reimbursement in a state-approved adult education program shall not be charged tuition.